

## PURPOSE

This policy ensures Life International Training recognises the importance of managing risk in the organisation to sustain growth and maintain the confidence of internal and external stakeholders and Registering Bodies.

## SCOPE

The Life International Managing Director/Training Director is responsible for monitoring systems in place to identify risks and the impact of identified risks; adopt appropriate controls to manage those risks and delegate responsibility for them. Changes in the risk profile are part of the Continuous Improvement of Life International Training.

## PROCEDURE

### Risk

Life International Training uses its Risk Management Process to define organisational risk and how it is managed. Risks and their potential impact will be identified using this process.

The Life International Managing Director/Training Director will promote the application of risk management across the organisation using the Life International Training Risk Management Procedure and ensure training and recording is aligned with the process.

Life International Training resources will be allocated to decision making and corporate governance as required to manage identified risks.

Identified risks will be monitored and reviewed systematically by Life International Training through their Risk Management Process and logged using processes such as the *Corrective Actions Register*.

Life International Training must hold *Insurance for Public Liability, Professional Indemnity, Content, Vehicle and Cyber Risk insurances* throughout its registration.

### RESPONSIBILITIES FOR RISK MANAGEMENT

Life International Training Directors will meet annually to conduct an organisational Risk Assessment. Continuity of operations along with financial and legal risks is assessed at a corporate level and processes like ongoing internal and external auditing will be evaluated.

Life International Training staff meetings will include updates and reminders about Workplace Health and Safety in the training and administrative environments on and off site and identified risks and further training required will be requested in a *Corrective Action Form*.

Life International Training Moderation Meetings include evaluation of the training resource, feedback from trainers/assessors, feedback from students and feedback from clients. The staff will discuss issues raised; plan how changes can be made and then follow the Corrective Actions process ensuring sign off of completed actions on the Corrective Actions Register.

Life International Training clients/students are made aware of Life International Training policies and procedures and are made available for clients. This minimises the risk of clients not understanding enrolment procedures, complaints and appeals, safety and other Life International Training concerns.

### **RISK MANAGEMENT LEGISLATION**

Life International Training follows the *Work Health Safety Act & Regulation Qld 2011*. These set minimum standards for specific hazards, work and administrative practices in relation to work and safety and health.

Complying with this legislation, Life International Training promotes, coordinates and administers work health and safety in the workplace and places certain duties on employees with an emphasis on prevention of accidents and injuries.

The management of risk by Life International Training covers all required aspects of legislation for safety and registering bodies.